



# MEMORANDUM

Agenda Item No. 6(E)

**TO:** Honorable Chairperson Barbara Carey-Shuler, Ed. D. and Members, Board of County Commissioners **DATE:** June 8, 2004

**FROM:** George M. Burgess  
County Manager

**SUBJECT:** FY 2003-04 Mid-Year Supplemental Budget

This substitute corrects scrivener's errors such as those in the Procurement Management, Community Action Agency, and Debt Service sections. It also adjusts the allocation for the Office of the Citizens' Independent Transportation Trust based on updated projections, and provides additional detail regarding that projection.

## **Recommendation**

It is recommended that the Board approve the attached supplemental budget in accordance with the Home Rule Charter and Section 129.06 of the Florida Statutes so that budgets will reflect changes in projected expenditures that have occurred since the September 2003, budget hearings.

## **Background**

A supplemental budget is required by Home Rule Charter and state law when anticipated departmental expenditures within a fund will exceed budgeted appropriations. Consequently, we are submitting supplemental budgets to reflect events that have occurred since the FY 2003-04 budget was adopted last September and to establish budgets that were inadvertently omitted from the budget last September.

On the same agenda as the second reading of these supplemental budgets are mid-year General Fund budget amendments which allocate budgeted reserves among the departments in the General Fund. Certain departments, including Procurement Management, Communications, Community Action Agency, International Trade Consortium, and the Medical Examiner receive subsidies from the General Fund in addition to revenue sources that are accounted for outside of the General Fund. Corresponding supplemental budgets are needed for these departments to appropriate the additional transfers reflected in the mid-year General Fund amendments.

### **Fire Rescue**

The Fire Rescue Department requires a \$330,000 supplemental budget for Air Rescue (\$223,000), the Anti-Venin Program (\$75,000), and Life Guard and Ocean Rescue Services (\$32,000).

The Air Rescue supplemental budget of \$223,000 is needed to cover the negotiated wage adjustment (\$40,000), overtime expenditures for leave coverage (\$110,000), and increased fuel costs (\$73,000). Funding will be provided by an additional transfer from the Countywide General Fund.

The Anti-Venin Program's supplemental budget of \$75,000 is required to cover additional overtime (\$49,000) and additional medicine (\$26,000). Funding will be provided by additional proprietary fees and donations (\$50,000) and an additional transfer from the Countywide General Fund (\$25,000).

The Life Guard and Ocean Rescue Services Program requires a supplemental budget of \$32,000 as a result of higher than budgeted costs associated with the separation of this program from the Park and Recreation Department. Funding will be provided by a transfer from the Park and Recreation Department (\$32,000).

### **Office of Emergency Management and Homeland Security**

The Office of Emergency Management requires a supplemental budget of \$29,000 to cover the cost associated with the negotiated wage increase. Funding will be provided by available carryover and additional Comprehensive Emergency Management Plan Inspection fees. The office also requires a supplemental budget of \$844,000 for their grant-funded operations. Funding will be provided by additional grants (\$815,000) and additional grant carryover (\$29,000).

### **Procurement Management**

The Department of Procurement Management requires a supplemental budget of \$386,000 to cover expenditures related to the negotiated wage adjustment (\$62,000), separation costs (\$120,000), and other operating expenses including additional expenses as a result of the modification of ADPICS and FAMIS for the User Access Program (\$215,000) and Graphical User Interface maintenance charges (\$44,000). The department has identified savings in certain line items to offset a portion of the over expenditures. Funding is provided from carryover (\$75,000) and an additional transfer from the Countywide General Fund (\$202,000) and from the UMSA General Fund (\$109,000).

### **Communications**

The Communications Department requires a supplemental budget of \$19,000 to cover additional expenditures related to the Dial-a-Life Coordinator position and associated operating expenses that were to have been transferred to the Communications Department from the Department of Human Services. Funding is provided by an additional transfer from the Countywide General Fund (\$12,000) and the UMSA General Fund (\$7,000).

### **International Trade Consortium**

The International Trade Consortium requires a supplemental budget of \$113,000 due to separation costs. Funding is provided by additional carryover (\$70,000) and an additional transfer from the Countywide General Fund (\$43,000).

### **Medical Examiner**

The Medical Examiner Department requires a supplemental budget of \$175,000 to authorize additional expenditures related to the negotiated wage adjustment (\$59,000), separation costs (\$114,000), and other operating expenditures (\$2,000). Funding is provided by an additional transfer from the Countywide General Fund.

### **Consumer Services**

The Consumer Services Department (Fund 110, Subfund 114) requires a supplemental budget of \$418,000 due to the inadvertent omission of the cable providers' capital contribution transfer to the Capital Outlay Reserve Fund.

### **Telecommunications Facility Replacement**

The Radio Shop Fortification capital project was inadvertently omitted from the budget ordinance. Therefore, a supplemental budget of \$750,000 is needed. Funding is available from Sunshine State Financing proceeds carried over from prior years.

### **Debt Service**

Due to lower than anticipated interest earnings in the bond service accounts, the Guaranteed Entitlement Revenue Fund requires a supplemental budget of \$30,000 to authorize an additional transfer to the Series 1995 and 1988 Bond Service Accounts. Funding is provided from additional Guaranteed Entitlement revenues.

### **Office of Citizens' Independent Transportation Trust**

It is necessary to establish a budget for the Office of the Citizens' Independent Transportation Trust (CITT) (Fund ET 420) in the amount of \$2.783 million to provide appropriation authority in the specific fund created for the accounting of annual operating costs associated with the CITT. These funds, provided from the Transportation Sales Surtax, were budgeted within the Miami-Dade Transit budget, prior to this office being created, which occurred subsequent to the adoption of the FY 2003-04 budget in September 2003. Included in this budget are operating costs associated with personnel, public information, and the independent financial advisor, the concept of which was approved by the BCC.

### **Community Action Agency**

The Community Action Agency (Fund 630) requires a supplemental budget of \$1.506 million to provide increased expenditure authority as a result of additional state and federal grants, such as the Head Start, Self-Help Institute, and Energy grant programs.

**Rental Rehabilitation Loan Program**

The repayments of Rental Rehabilitation loans were inadvertently omitted from the budget ordinance. Therefore, a supplemental budget of \$1.4 million is needed. These funds will be used towards the creation of multifamily rental housing.

**Housing Development Revolving Loan Program**

The repayments of Housing Development Action Grant loans were inadvertently omitted from the budget ordinance. Therefore, a supplemental budget of \$1.62 million is needed. These funds will be used towards programmatic expenditures.

**Environmental Resources Management**

The Department of Environmental Resources Management Grant Fund (Fund 720, Subfund 720) requires a supplemental budget of \$2.263 million to authorize additional grant-related expenditures. Funding is provided by additional grant revenue.

**Homeless Trust**

A supplemental budget of \$5.63 million is required for the Homeless Trust due to increased revenue from additional state (\$520,000) and federal (\$5.11 million) grants. The additional grant funds will be used to continue providing homeless services through the efforts of the Homeless Trust and provider agencies.

These are the only supplemental budget adjustments being recommended at this time. However, certain revenues and related expenditures may change from our current projections and year-end budget adjustments may be required. For example, unanticipated changes in state and federal grants, capital project schedules, delivery of fleet purchases, occupational license collections, code enforcement revenues, or fuel prices could necessitate year-end supplemental appropriations.

Attachment



Assistant County Manager




# MEMORANDUM

(Revised)

**TO:** Hon. Chairperson Barbara Carey-Shuler, Ed.D.  
and Members, Board of County Commissioners

**DATE:** June 8, 2004

**FROM:**   
Robert A. Ginsburg  
County Attorney

**SUBJECT:** Agenda Item No. 6(E)

Please note any items checked.

- ☐ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Bid waiver requiring County Manager's written recommendation
- ☐ Ordinance creating a new board requires detailed County Manager's report for public hearing
- ☐ Housekeeping item (no policy decision required)
- ☐ No committee review

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 6 (E)  
6-8-04

ORDINANCE NO. \_\_\_\_\_

ORDINANCE APPROVING AND ADOPTING  
SUPPLEMENTAL BUDGETS FOR VARIOUS COUNTY  
DEPARTMENTS AND FUNDS; RATIFYING AND  
APPROVING ADMINISTRATIVE ORDERS AND OTHER  
BOARD ACTIONS WHICH SET CHARGES; AUTHORIZING  
FEES CONSISTENT WITH APPROPRIATIONS;  
APPROPRIATING GRANT FUNDS; PROVIDING  
SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE  
DATE

BE IT ORDAINED, BY THE BOARD OF COUNTY COMMISSIONERS OF  
MIAMI-DADE COUNTY, FLORIDA:

Section 1. In compliance with the provisions of Section 1.02(A) of the Miami-  
Dade County Home Rule Charter and Section 129.06 of the Florida Statutes, the  
supplemental budgets attached hereto and made a part hereof are hereby approved,  
adopted, and ratified, and the budgeted expenditures therein provided are hereby  
appropriated.

Section 2. All resolutions, administrative orders and other actions taken by the  
Board of County Commissioners setting fees, charges, and assessments as well as all  
fees, charges and assessments, consistent with appropriations adopted herein, are  
hereby ratified, confirmed and approved, and may be amended during the year.

Section 3. All grant funds received by the County are hereby appropriated at the levels and for the purposes intended by the grants.

Section 4. The Transportation Improvement Plan is hereby amended to include any and all projects set forth in this budget but not previously included in the Transportation Improvement Plan as well as those previously included in the Transportation Improvement Plan.

Section 5. No expenditure of the People's Transportation Plan Sales Surtax Revenue that is included in this supplemental budget shall be made except in accordance with Ordinance No. 02-116.

Section 6. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 7. This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

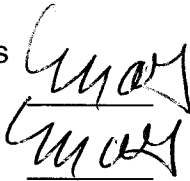
Section 8. This ordinance does not contain a sunset provision.

PASSED AND ADOPTED:

Approved by County Attorney as  
to form and legal sufficiency.

Prepared By:

Murray A. Greenberg



# FY 2003-04 Mid-Year Supplemental Budget Schedules

## FIRE RESCUE Air Rescue (Fund 011, Subfund 111)

<u>Revenues:</u>	<u>2003-04</u>
Previously Approved Revenues	\$8,154,000
Transfer from Countywide General Fund	<u>223,000</u>
Total	<u>\$8,377,000</u>

<u>Expenditures:</u>	
Previously Approved Expenditures	\$8,154,000
Additional Expenditures	<u>223,000</u>
Total	<u>\$8,377,000</u>

## Anti-Venin Program (Fund 011, Subfund 118)

<u>Revenues:</u>	<u>2003-04</u>
Previously Approved Revenues	\$300,000
Miscellaneous Donations and Fees	50,000
Transfer from Countywide General Fund	<u>25,000</u>
Total	<u>\$375,000</u>

<u>Expenditures:</u>	
Previously Approved Expenditures	\$300,000
Additional Expenditures	<u>75,000</u>
Total	<u>\$375,000</u>

## Lifeguarding and Ocean Rescue Services (Fund 011, Subfund 119)

<u>Revenues:</u>	<u>2003-04</u>
Previously Approved Revenues	\$2,394,000
Transfer from Park and Recreation Department	<u>32,000</u>
Total	<u>\$2,426,000</u>

<u>Expenditures:</u>	
Previously Approved Expenditures	\$2,394,000
Additional Expenditures	<u>32,000</u>
Total	<u>\$2,426,000</u>



**OFFICE OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY  
(Fund 030, Subfund 071)**

**Revenues:**

**2003-04**

Previously Approved Revenues	\$1,597,000
Additional Carryover	27,000
Other Revenues	<u>2,000</u>
Total	<u>\$1,626,000</u>

**Expenditures:**

Previously Approved Expenditures	\$1,597,000
Additional Expenditures	<u>29,000</u>
Total	<u>\$1,626,000</u>

**PROCUREMENT MANAGEMENT  
Internal Service Operations  
(Fund 050, Subfund 050)**

**Revenues:**

**2003-04**

Previously Approved Revenues	\$7,347,000
Transfer from Countywide General Fund	251,000
Transfer from Unincorporated Municipal Service Area General Fund	<u>135,000</u>
Total	<u>\$7,733,000</u>

**Expenditures:**

Previously Approved Expenditures	\$7,347,000
Additional Expenditures	<u>386,000</u>
Total	<u>\$7,733,000</u>

**COMMUNICATIONS  
Operations  
(Fund 100, Subfund 104, Project 104121)**

**Revenues:**

**2003-04**

Previously Approved Revenues	\$4,965,000
Transfer from Countywide General Fund	12,000
Transfer from Unincorporated Municipal Service Area General Fund	<u>7,000</u>
Total	<u>\$4,984,000</u>

**Expenditures:**

Previously Approved Expenditures	\$4,965,000
Additional Expenditures	<u>19,000</u>
Total	<u>\$4,984,000</u>

**INTERNATIONAL TRADE CONSORTIUM  
(Fund 100, Subfund 104, Project 104140)**

<b><u>Revenues:</u></b>	<b><u>2003-04</u></b>
Previously Approved Revenues	\$837,000
Carryover	70,000
Transfer from Countywide General Fund	<u>43,000</u>
Total	<u>\$950,000</u>

<b><u>Expenditures:</u></b>	
Previously Approved Expenditures	\$837,000
Additional Expenditures	<u>113,000</u>
Total	<u>\$950,000</u>

**MEDICAL EXAMINER  
Special Revenue Operations  
(Fund 110, Subfund 113, Project 113030)**

<b><u>Revenues:</u></b>	<b><u>2003-04</u></b>
Previously Approved Revenues	\$6,870,000
Transfer from Countywide General Fund	<u>175,000</u>
Total	<u>\$7,045,000</u>

<b><u>Expenditures:</u></b>	
Previously Approved Expenditures	\$6,870,000
Additional Expenditures	<u>175,000</u>
Total	<u>\$7,045,000</u>

**CONSUMER SERVICES  
Community Antenna Television (CATV) Systems  
(Fund 110, Subfund 113, Project 113030)**

<b><u>Revenues:</u></b>	<b><u>2003-04</u></b>
Previously Approved Revenues	\$1,220,000
Capital Contribution	<u>440,000</u>
Total	<u>\$1,660,000</u>

<b><u>Expenditures:</u></b>	
Previously Approved Expenditures	\$1,220,000
Additional Expenditures	<u>440,000</u>
Total	<u>\$1,660,000</u>

# TELECOMMUNICATIONS FACILITY REPLACEMENT

	<u>Actual Prior Years</u>	<u>FY 2003-04</u>	<u>Projected Future Years</u>	<u>All Years Budget</u>
<b><u>Revenues:</u></b>				
Sunshine State Financing Proceeds	<u>\$750,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$750,000</u>
<b><u>Expenditures:</u></b>				
Capitla Expenditures (Radio Shop Fortification)	<u>\$0</u>	<u>\$750,000</u>	<u>\$0</u>	<u>\$750,000</u>

## Guaranteed Entitlement Bonds

### **Special Obligation Bonds – Guaranteed Entitlement – Fund 204**

#### **Fund Type: D4 – Subfund: 2G1**

#### **Guaranteed Entitlement Revenue Fund**

#### **Project: 204101**

<b><u>Revenues:</u></b>		<b><u>2003-04</u></b>
Previously Approved Revenues		\$14,607,000
Additional Guaranteed Entitlement Receipts		<u>30,000</u>
Total		<u>\$14,637,000</u>
<b><u>Expenditures:</u></b>		
Previously Approved Expenditures		\$14,607,000
Additional Transfers to Bond Service Accounts		<u>30,000</u>
Total		<u>\$14,637,000</u>

## OFFICE OF THE CITIZENS' INDEPENDENT TRANSPORTATION TRUST (Fund 420)

<b><u>Revenues:</u></b>		<b><u>2003-04</u></b>
Transfer from Miami-Dade Transportation Revenue Fund		<u>\$2,783,000</u>
<b><u>Expenditures:</u></b>		
Operating Expenditures		<u>\$2,783,000</u>

**COMMUNITY ACTION AGENCY  
(Fund 630)**

<b><u>Revenues:</u></b>	<b><u>2003-04</u></b>
Previously Approved Revenues	\$72,486,000
Additional State and Federal Grants	<u>1,506,000</u>
Total	<u>\$73,992,000</u>

<b><u>Expenditures:</u></b>	
Previously Approved Expenditures	\$72,486,000
Additional Grant Expenditures	<u>1,506,000</u>
Total	<u>\$73,992,000</u>

**RENTAL REHABILITATION REVOLVING LOAN PROGRAM  
(Project 703009)**

<b><u>Revenues:</u></b>	<b><u>2003-04</u></b>
Carryover	<u>\$1,400,000</u>

<b><u>Expenditures:</u></b>	
Multi-family Rental Housing	<u>\$1,400,000</u>

**HOUSING DEVELOPMENT REVOLVING LOAN PROGRAM  
(Project 703010)**

<b><u>Revenues:</u></b>	<b><u>2003-04</u></b>
Carryover	<u>\$1,620,000</u>

<b><u>Expenditures:</u></b>	
Program Expenditures	<u>\$1,620,000</u>

**ENVIRONMENTAL RESOURCES MANAGEMENT  
Grant Fund  
(Fund 720, Subfund 720)**

<b><u>Revenues:</u></b>	<b><u>2003-04</u></b>
Previously Approved Revenues	\$7,100,000
Additional State and Federal Grants	<u>2,263,000</u>
Total	<u>\$9,363,000</u>

<b><u>Expenditures:</u></b>	
Previously Approved Expenditures	\$7,100,000
Additional Grant Expenditures	<u>2,263,000</u>
Total	<u>\$9,363,000</u>

**OFFICE OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY**  
**Emergency Management Grants**  
**(Fund 720 Subfund 720)**

**Revenues:**

**2003-04**

Previously Approved Revenues	\$538,000
Additional Grant Revenues	815,000
Additional Carryover	<u>29,000</u>
Total	<u>\$1,382,000</u>

**Expenditures:**

Previously Approved Expenditures	\$538,000
Additional Operating Expenditures	420,000
Transfers to Other Agencies	<u>424,000</u>
Total	<u>\$1,382,000</u>

**HOMELESS TRUST**  
**Federal Grants**  
**(Fund 720 Subfund 723)**

**Revenues:**

**2003-04**

Previously Approved Revenues	\$14,025,000
Additional Grant Funds	<u>5,630,000</u>
Total	<u>\$19,655,000</u>

**Expenditures:**

Previously Approved Expenditures	\$14,025,000
Additional Expenditures	<u>5,630,000</u>
Total	<u>\$19,655,000</u>